



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

Personnel Specialist Department of Industrial Relations Division of Administration Personnel Office – San Francisco

Position: Personnel Specialist

Salary: Range A = \$2602 - \$3162
Range B = \$2993 - \$3640
Range C = \$3098 - \$3766
Range D = \$3346 - \$4067

Location: 455 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

Duties: Under the close direction and supervision of a Personnel Supervisor I at the entry level, and under the general direction and supervision at the journey and advanced levels: Performs duties as a generalist pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, employee benefits and personnel document processing and related personnel clerical functions, applying appropriate laws, rules and regulations pertaining to personnel transactions; at the advanced levels more difficult and complex generalist personnel transactions. Provides personal contact with employees, administrative staff, control agencies, as well as other state agencies, in response to routine inquiries by telephone or in person. Assists in training attendance clerks in other offices of the Department to assure accurate reporting of personnel information to the Personnel Office and performs other duties as required. Advancement to the higher levels requires demonstrated ability to perform duties at that level as ascertained through methods determined by management of the Personnel Office. This includes measures of knowledge and abilities as well as evaluations of performance in lower ranges.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a completed State application (Form STD 678) to:

Department of Industrial Relations
Personnel/Admin
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Vickie Goodwin
(415) 703-4385 CALNET 593-4385

Applications accepted until **August 8, 2008**, or until position is filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.